



VACANCY: PURCHASING ADMINISTRATOR

Location: Swakopmund, Namibia

Company: Gecko Namibia Holdings (Pty) Ltd & Subsidiaries

Type of Employment: Permanent

Reporting to: Financial Manager

Company Introduction

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian-owned company and an equal opportunity employer. The company offers competitive remuneration packages aligned with the successful candidate's qualifications, skills, and experience. Suitably qualified and committed candidates are invited to apply for this position based at the Swakopmund Head Office.

Role Purpose

The Purchasing Administrator will support the procurement function by ensuring the efficient processing of purchase orders, maintaining supplier records, tracking deliveries, and ensuring accurate documentation. The role contributes to cost-effective procurement practices while ensuring compliance with company policies and supporting operational requirements.

Key Responsibilities

Procurement Administration

- Prepare, issue, and follow up on purchase orders.
- Ensure accuracy of all order details, including pricing, quantities, and delivery dates.
- Capture purchasing data into ERP/accounting systems.
- Maintain accurate and up-to-date purchasing records and documentation.

Supplier Coordination

- Liaise with suppliers regarding pricing, availability, and lead times.
- Follow up on outstanding orders and delayed deliveries.
- Obtain and compare supplier quotations to ensure best value.
- Maintain and update the supplier database and contact records.

Cost Control & Compliance

- Ensure all procurement activities comply with internal policies and procedures.
- Verify pricing and terms to ensure cost-effectiveness.
- Assist with supplier onboarding and compliance documentation.

Reporting & Documentation

- Prepare purchasing reports, including order status and supplier performance.
- File and archive all procurement documentation accurately.
- Assist with resolving invoice discrepancies in collaboration with the Finance department.

General Duties

- Perform additional duties within the scope of the role to support operational requirements.
- Assist with stock-related and administrative tasks as required.

Minimum Requirements (Qualifications, Skills & Experience)

- Grade 12 (Matric).
- Certificate or Diploma in Procurement, Supply Chain, Business Administration, or a related field – advantageous.
- Minimum of 2–3 years' experience in a purchasing, procurement, or administrative role.
- Experience working with ERP or purchasing systems, preferably Sage Evolution.
- Strong administrative and organisational skills.
- High level of accuracy and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Good understanding of procurement processes and supply chain principles.
- Strong communication and supplier engagement skills.
- Ability to multitask, prioritise tasks, and meet deadlines.
- Problem-solving ability and proactive approach to work.

- Ability to work independently and within a team environment.
-

Additional Requirements

- Namibian citizenship or valid work authorisation.
 - Valid Code B (08) driver's licence will be an advantage.
-

Remuneration

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

How to Apply

If you meet the above requirements, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via the recruitment portal:

www.jobopportunities.net

Only shortlisted candidates will be contacted.

Closing Date

19 April 2026

Equal Opportunity Statement

Gecko Namibia Holdings (Pty) Ltd is an equal opportunity employer. Applicants from designated affirmative action groups are encouraged to apply.